

WISCONSIN JOB CENTER



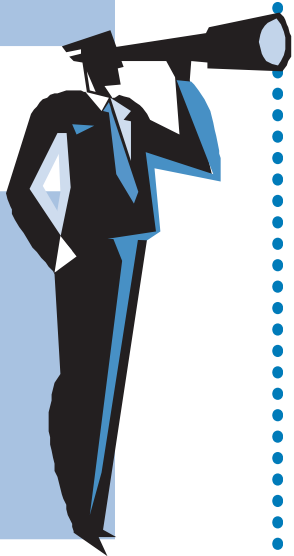
888/258-9966 (toll free)



www.wisconsinjobcenter.org



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Other job search publications

Tips on Finding Summer Jobs
(DWSJ-5641-P)
Networking
(DWSJ-9455-P)
Want Ad Procedures
(DWSJ-9530-P)

Publications on related topics

INTERVIEWING

Keys to Successful Interviewing
(DWSJ-6951-P)
Hidden Elements of Interviewing
(DWSJ-9484-P)
Informational Interviewing
(DWSJ-9407-P)

RESUMES, APPLICATIONS

Personal Data Record
(DWSJ-4937-P)
Thoughts on Resumes
(DWSJ-4658-P)
Resume Writing—A Basic Guide
(DWSJ-9433-P)

Where to Look for Job Opportunities

- JobNet
- Wisconsin Job Center
- People you know
- Television/radio
- Direct employer contact
- Newspaper want-ads
- Private employment agencies
- Yellow pages/phone book
- School placement offices
- Libraries
- Government listings
- Newspaper articles
- Entrepreneurship
- Wisconsin Careers
- Internet
- Job training programs
- Churches
- Bulletin boards
- Help-wanted signs
- Journals and newsletters for trade associations
- Chamber of Commerce
- New business construction
- Proprietary schools
- Apprenticeship programs
- Veterans' placement centers
- Union halls
- Professional and trade association members
- Wisconsin Technical College System schools

DWSJ-9467-P (R. 04/2002)

JobNet

JobNet is Wisconsin's single-largest source of job listings. JobNet touch-screen computers are easy to use and can be found in Wisconsin Job Centers locations across the state.



JobNet is available via Internet 24-hours a day, 7-days a week. To access JobNet, use this address: <http://www.dwd.state.wi.us/jobnet/>

For the phone number and address of your nearest Wisconsin Job Center, call toll-free **888/258-9966**.

Wisconsin Job Center

Wisconsin Job Centers deliver, under one roof, employment and training services of state, county, technical college, and various private sector contract providers to job seekers and employers.

Job seekers are able to receive quick and easy access to a wide range of employment services including information about jobs, careers, and the area labor market, as well as access to training programs, testing, and assessment of individual skills and interests, job referrals, job search assistance, and job opportunities.

People You Know

Many job seekers find employment by following leads from people they know. The next page has a list of people that might provide job leads for you.

Tell everyone you know that you are looking for a job. Stay in touch with friends and contacts. Follow up new leads immediately. Call right then! Don't wait until the next day.

For more information refer to the publication, "Networking" (DWSJ-9455-P).

Television/Radio

As a public service, some TV and radio stations will announce job openings that employers

have available. Check with your local stations to see if they have this service.

Direct Employer Contacts

While contacting employers directly may be time-consuming, it can be productive. Use the Yellow Pages, Classified Directory of Wisconsin Manufacturers, the Wisconsin Services Directory, and newspaper articles to find the names and addresses of local employers.

Contact them by phone, resume, or in person and follow their instructions for applying. If an employer is not hiring, ask if you can complete an application for future openings. If this is not possible, ask if they know of other places that might be interested in your skills.

Apply at several companies in the same area when possible. This saves time and money.

Newspaper Want-Ads

Some employers prefer the convenience of want-ad recruiting, but it is a common misconception that employers list all their openings in the newspaper. Employers may use different job titles for work you're interested in, so read all ads carefully. Ads which give a description of the job are usually worthy of follow up.

"No experience needed" ads, "blind" ads with no employer's name, and "work wanted" ads placed by applicants are usually not as helpful in finding work. For more information refer to the publication, "Want Ad Procedures" (DWSJ-9530-P).

Private Employment Agencies

Employment agencies are businesses that attempt to match job seekers with jobs. As a business, they must charge either the employer or the job seeker for their service. Look for employment agencies that specialize in your specific occupation.

Temporary employment agencies place people in temporary positions for varying lengths of time. When placed, you are actually an employee of the agency rather than an

Contacts help improve your chances

There are many ways of searching for a job. Do not rely on just one source. Using more than one source will increase your chances of finding a job. Listed below are some suggested sources of job leads.

Friends	Insurance agents	Relatives
Doctors	Christmas card lists	Lawyers
Classmates	Bankers	Cashiers
Friends of friends	Politicians	Job placement personnel
Business associates	Suppliers	Previous employers
Vendors	Previous co-workers	Clubs
Dentists	Organizations	Accountants
Teachers	Social acquaintances	Neighbors
Ministers	Acquaintances of any of these	

Make contact with people!

For more information refer to the publication, "Networking" (DWSJ-9455-P).

employee of the place you work. Some employers "try-out" employees as "temps" and buy out the contracts of "temps" they like, at which time you become an employee of the company, not the agency. Temporary employment may be a way of getting your foot in the door or trying out new jobs.

Yellow Pages

The telephone Yellow Pages are an excellent resource for putting together a list of potential employers. It provides basic information about employers — the business name, address and telephone number. Use the index of the Yellow Pages to identify categories of employers that might be interested in a person with your skills. Write down these categories and then look within each category to develop your list of individual employers to contact directly.

School Placement Offices

Most public and private schools have a school placement office to help individuals find work. These offices may only assist current students or alumni of the school or occasionally the general public. Contact placement offices to find out if they can help you.

Libraries

Libraries have countless materials available to you — materials that will help you discover hidden job leads. Telephone directories, newspapers, business directories, professional and trade journals, company databases and annual reports are a few of the materials you might find helpful.

Many libraries have typewriters, computers and photocopiers available to the public for little or no charge. They also have books, videos and audiocassettes available for loan on job hunting, job interviewing, resume writing, careers, and employment testing.

Government Job Listings

Federal, state, county, city, village and town hiring units each list their own job openings. Use your telephone book to locate the government agencies you might be interested in and call them to learn how their job openings are announced. Listings might be posted in public libraries, colleges and universities, post offices, personnel offices of the various government units, and on JobNet. Many of these positions are civil service positions and

require applicants to take civil service tests or follow complex application procedures which may prolong the hiring process.

Newspaper Articles

Read your newspaper to discover job opportunities. Watch for articles on business start ups and expansions. This usually indicates that employers are either hiring now or will be hiring in the near future. Don't wait to see a help-wanted ad in the newspaper; follow up on these leads immediately.

Entrepreneurship

If you are thinking about starting your own business, there may be affordable help available through your local Service Corps of Retired Executives (SCORE) chapter and the Small Business Association (SBA).

Many colleges and universities have business outreach centers that may be available to help you. Your local library, Wisconsin Job Center, or Chamber of Commerce may be able to provide useful information also.

Wisconsin Careers

This user-friendly computer application is available in many Wisconsin Job Centers and schools. It can help you identify occupations which match your interests, learn about different occupations, identify the education and training necessary for certain occupations, create a basic resume or letter to an employer, and more.

Wisconsin Job Center locations who subscribe to Wisconsin Careers do not charge for using this system.

Other Ideas

- Check bulletin boards at grocery stores, churches, schools, etc.
- Follow up on "Help Wanted" signs

- Call or visit your local Chamber of Commerce
- Watch for new construction
- Join a professional or trade association and network with members for information on opportunities
- Check with local non-profit, community-based organizations about employment services they might have available
- Register with your local union hiring hall
- Call telephone job information hotlines

Getting a job is a job in itself and you should be prepared to really work at it. Developing and checking out as many job opportunities as possible can make your job search a productive experience!

